

# Gujarat Public Service Commission

Post: **Chief Officer**, Class-III, Advt. No. 25/2013-14

## Syllabus for Main Examination

Question Paper- 2 : **General English**

Nature of Paper : **Conventional Type**

Standard : **H.S.C. (Lower Level)**

**Total Marks : 100**

**Duration : 3 Hours**

1 **Essay:** The candidates are expected to write a narrative or a descriptive essay on one of the given topics in about 200 words. It is intended to judge the candidate's knowledge of the topic, manner of presentation and also competence in using correct English.

2 **Letter Writing:** The candidates will be asked to write a letter, i.e. an informal letter to parents / to a friend or a formal letter or an official / business letter or a letter to the editor of a newspaper on a given topic in about 100 words. The candidate will be judged for content, manner of presentation and observance of the formal requirements of letter writing.

**OR**

A report of an event or a function or official work done.

3 **Communication Skills :** The candidates are expected to write on each of the following communicative activities ( in about 100-150 words). The purpose is to judge the candidates ability to communicate effectively in different contexts.

3.1 A notice or an appeal or a warning or a Press Release for the Media (Radio, T.V., Press).

3.2 Dialogue writing : A dialogue between two persons or an appeal or a discussion on a topical issue.

**OR**

Speeches : formal speeches- welcome/send-off/inaugural speech etc.

3.3 An individual conversation or conversation with a group of people- for example

(1): at a job interview.

(2): at a Press Conference.

(3): with a delegation.

(4): at a place of temporary shelters being constructed for earthquake-affected

3.4 A group Discussion or a Meeting or a Teleconference on a topical issue.

- 4    **A    Precis-writing** : A passage of about 150 words will be given for precis–writing. The candidates are expected to reduce the passage to one-third of its original length in their own words. The purpose of précis –writing is to judge the candidate’s ability to comprehend, analyse and summarise the main ideas in the passage in their own words to one-third of the given number of words therein.
- B    Comprehension** : A passage of about 200 words will be given with a set of questions based thereon. The purpose of the activity is to access the candidate’s competence in understanding and answering questions based on the passage.
- 5        **Grammar** : (Total 20 questions)
- (a) Usage of Tense,  
      (b) Phrase, Verbs, Idioms and Vocabulary,  
      (c) Change the Voice,  
      (d) Direct-Indirect Speech,  
      (e) Punctuation,  
      (f) Word formation,  
      (g) Correction of Sentences.
- 6    **A    Paraphrase of a Prose Passage** : A prose passage of about 100 words will be given to be paraphrased in order to judge the candidate's ability to understand, analyse and express clearly and in simple language the ideas in the passage in his/her own words.
- B    Translation from English to Gujarati** (Total 10 sentences)